

For: State and County Offices

**Using Query/36 for Second Quarter Work Measurement and
Midyear FY 2001 Workload Automated Unit Counts**

Approved by: Deputy Administrator, Management



1 Overview

A

Background

The process for FY 2001 second quarter work measurement and midyear workload reporting will:

- ensure that all files used are linked to the correct definitions
- run the queries
- for combined County Offices, run the queries for each additional office on the headquarters System/36
- automatically enter the query total into the workload software.

Note: The process of automatic entry is available for workload only. Work measurement County Offices shall continue to manually enter the query results from the printout into the work measurement software.

B

Purpose

This notice informs State and County Offices that:

- County Release No. 456, which will contain the software, will be mailed on April 2, 2001
- the query process must be run before installing County Release No. 457, and queries should be run on April 6, 2001, if possible.

Note: Work measurement County Offices should run **both** the work measurement and workload queries on the same day.

Disposal Date	Distribution
October 1, 2001	State Offices; State Offices relay to County Offices

Notice AO-1244

2 County Office Action

A

Rules for Using Query for Automated Unit Counts

County Offices shall do **all** of the following:

- use the official queries developed by the National Office

Note: Do **not** attempt to modify the queries.

- attach a copy of the query report to the FSA-54 file copy for work measurement and FSA-55-1 for workload
 - have the query report available for DD and COR's review.
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B

Work Items Requiring Adjustment

No corrections to the workload software will be allowed to queried work items at the County and State Offices. To request adjustments, use the following steps.

Note: Work measurement County Offices shall continue to manually adjust the unit counts for work items that require manual unit counts in addition to the query count.

Step	Action
1	Review paragraph 3 to ensure that a manual count is required for the work item being adjusted.
2	County Offices shall prepare and submit Exhibit 1 to the State Office by COB April 17, 2001, indicating the: <ul style="list-style-type: none">• County Office name• work item requiring adjustment• manual count to be added to the query count.
3	County Offices shall prepare a separate memorandum if a query total is being questioned for a work item without additional manual counts. The memorandum should <ul style="list-style-type: none">• explain the difference• be submitted to the State Office by COB April 17, 2001.
4	State Offices shall forward all memorandums to the National Office by COB April 28, 2001.
5	The National Office will make the changes to the work items requiring additional manual counts and will review, for possible changes, the memorandums requesting additional changes.

3 How to Run Queries

A

Accessing Query Process

Access the work measurement query process according to 12-AO (Rev. 17), paragraph 15. The queries capture data from October 1, 2000, through March 31, 2001, for all work items listed in subparagraph E, unless otherwise noted. **All units previously reported in work measurement during the first quarter for queried work items have been or will be deleted from the system.**

Access the workload query process according to 12-AO (Rev. 17), paragraph 9952. The queries capture data from October 1, 2000, through March 31, 2001, for all work items listed in subparagraph E.

B

General Guidelines

For accurate query results, use the following guidelines.

- A dedicated system is required for the “Unlink and Link” part of the process. This process will run only once each day. County Offices will be alerted with a message when the:
 - link process is complete
 - County Offices can then use the system.
 - During the unlinking process, error message IDDU-8548 may be encountered. If this message is received, ENTER “2” to continue.
 - **Each query should be run only once whether using the option to run all queries or each individual query.**
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C

Detailed Query Information

A booklet providing detailed explanations of each query is currently being updated. The goal is to have the booklet completed by March 30. When finished, it will be uploaded to the:

- Work Measurement Workload Forum on BBS
- Work Measurement Workload Website at:

<http://www.fsa.usda.gov/dam/bud/work%20measurement/WMWLHome.htm>.

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3 How to Run Queries

D

Farm Loan Program (FLP) Guidelines

As with other FSA programs, queries are developed for as many FLP work items as possible. MAC is the data source for most FLP query counts. In some instances, workload scheduling data within MAC will be used to capture unit counts.

FLP work items with queries developed are listed in subparagraph D. Manual unit counts for queried work items will be allowed for offices not using workload scheduling. It is suggested that offices begin using workload scheduling so that queries can be used for year-end workload. Follow subparagraph 2 B for submitting manual counts.

E

Work Item Information

The following table lists the work items that have queries developed and any special instructions needed to obtain complete unit count totals.

Work Item	Title and Special Instructions
113	Claims Administration
114	Claims Transferred to Promissory Notes
116	Common Receivables Administration
119	Processing Direct Deposits
201	Office Type Services Furnished to All Entities for Which Funds Are Deposited in FRB (Except Government Agencies) Note: This work item shall be counted manually if requests paid for by cash have been combined for entry on CCC-257.
205	Services Furnished to Process WRP Payments for NRCS
222	SIP Requests for Cost-Sharing
223	Report of SIP Cost-Share Payments

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3 How to Run Queries (Continued)

E Work Item Information (Continued)

Work Item	Title and Special Instructions
301	Reconstitutions of Farms, Bases, Allotments, and Quotas
302	Maintaining Basic Farm and Producer Data
Workload Only	Note: A query will be developed for the fourth quarter that will capture work measurement units for the full year.
303	Delegation of Signature Authority
310	Signup for Production Flexibility Contracts
312	Production Flexibility Contract Payments
318	Program Payments Assignments and Joint Payment Authorizations
	Note: A manual count is required for each conservation cost-share assignment or joint payment.
343	Designated Control Counties
Workload Only	Note: A query will be developed for the fourth quarter that will capture work measurement units for the full year.
351	NAP Actual Production History
	Note: A manual count is required for any FY 2001 APH's completed.
353	Establishing NAP Units
362	Number of Reconstitutions
Workload Only	
370	Crop Loss Disaster Assistance Program
371	Single-Year Crop Loss Disaster Assistance Program
372	Issuing Payments for Crop Loss Disaster Assistance Program

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3 How to Run Queries (Continued)

E
Work Item
Information
(Continued)

Work Item	Title and Special Instructions
374	Crop Disaster Program
375	Issuing Payments for Crop Disaster Program
377	Oilseeds Program
378	Oilseeds Program Yield Determinations
401	County and Community Elections Note: The query results for this work item will not be automatically loaded into the workload software. County Offices will receive a printout indicating the number of voters in each LAA.
501	ACP and Interim EQIP Cost-Sharing Requests and Technical Determinations
504	Report of ACP, Interim EQIP, and LTA Cost-Share Payments Note: A manual count is required if partial multiple payments were issued.
507	EQIP Request for Contracts
508	Report of EQIP Cost-Share Payments
509	EQIP Active Contracts
515	ECP Cost-Sharing Requests and Technical Determinations
517	Report of ECP Cost-Share Payments Note: A manual count is required if partial multiple payments were issued.
526	Conservation Reserve Program Contract Note: A manual count is required for CRP-2's not entered into the system.
527	CRP Cost-Sharing Requests and Technical Determinations
528	CRP Active Agreements

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3 How to Run Queries (Continued)

E Work Item Information (Continued)

Work Item	Title and Special Instructions
530	Report of CRP Cost-Share Payments Note: A manual count is required if partial multiple payments were issued.
540 Workload Only	CRP Rental Payments
800's, 900's, and 1000's	Farm Loan Program Work Items. The following will apply to all the work items in the 800, 900, and 1000 series. Note: Manual counts will be required for work items querying workload scheduling if workload scheduling is not being used.
801	Loan Applications Received for All Direct Farm Loan Programs
802	Program Eligibility Determination for Direct Loan Applications
803	Loss Calculations and Test for Credit for EM Loan Eligibility Determinations
804	Loan Feasibility Determinations for All Direct Loans
805	Loan Closing for All Direct Loans
821	Routine Loan Servicing for All Direct Borrowers
822	Financial Analysis and Specialized Direct Loan Servicing Activities Note: This query captures data entered in workload scheduling.
823	Field Visits for Direct Loan Servicing Activities Note: This query captures data entered in workload scheduling.
825	1951-S Servicing Actions
830	All Debt Settlement Activities
901	Loan Applications Received for Guaranteed Farm Loan Programs Except PLP

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3 How to Run Queries (Continued)

E Work Item Information (Continued)

Work Item	Title and Special Instructions
902	Program Eligibility Determinations for Guaranteed Loan Applications Except PLP
903	Loan Feasibility Determinations for All Guaranteed Loans Except PLP
904	Loan Closing for All Guaranteed Loans Except PLP
905	Preferred Lender Program Guaranteed Loan Processing
1001	Banking and Collections for All Loan Programs Note: The query results for this work item will not be automatically loaded into the workload software. County Offices will receive a printout indicating the payments received and listed by State and county codes.
1003	Chattel Appraisals Performed by FSA Employees Note: This query captures data entered in workload scheduling.
1202	Allotments; Transfer by Lease, Sale, Release, Reapportionment, or Reallocation Note: A manual count is required for any FSA-278, FSA-278A, FSA-364, or FSA-378.
1206	Lease and Transfer Under Disaster Provisions Note: A manual count is required for disaster leases completed after rollover.
1401 Workload Only	Producers Report of Acreage Notes: A manual count is required for any FY 2000 late filed acreage reports that have an acreage determination completed in FY 2001. A query will be developed for the fourth quarter that will capture work measurement units for the full year.

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3 How to Run Queries (Continued)

E
Work Item
Information
(Continued)

Work Item	Title and Special Instructions
1405	<p>Acreage Determination, 0 Through 49.9 Acres, From Farm Visit</p> <p>Note: The query results for this work item will not be automatically loaded into the workload software. County Offices will receive a printout indicating the farm visits completed.</p>
1406	<p>Acreage Determination, 50.0 Through 499.9 Acres, From Farm Visit</p> <p>Note: The query results for this work item will not be automatically loaded into the workload software. County Offices will receive a printout indicating the farm visits completed.</p>
1407	<p>Acreage Determination, 500.0 Through 999.9 Acres, From Farm Visit</p> <p>Note: The query results for this work item will not be automatically loaded into the workload software. County Offices will receive a printout indicating the farm visits completed.</p>
1408	<p>Acreage Determination, 1000.0 or More Acres, From Farm Visit</p> <p>Note: The query results for this work item will not be automatically loaded into the workload software. County Offices will receive a printout indicating the farm visits completed.</p>
1410	Acreage Determinations From Aerial Slides
Workload Only	Note: A query will be developed for the fourth quarter that will capture work measurement units for the full year.
1501	Applications Received for FSFL Program
1601	Farm-Stored Commodity Loans
1602	Sugar-Processor Loan
1603	Warehouse Loans (Except Cotton Loans)

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3 How to Run Queries (Continued)

E Work Item Information (Continued)

Work Item	Title and Special Instructions
1605	Upland Cotton Loan Deficiency Payments Note: A manual count is required for each CCC-709 or CCC-CottonAA taken with a zero payment rate or taken for another county.
1606	Wheat, Feed Grains, Oilseed, Honey and Rice Loan Deficiency Payments Note: A manual count is required for each CCC-709 or CCC-666 taken with a zero payment rate or taken for another county.
1609 Workload Only	Number of Farm-Stored Soybean Loans
1611 through 1616 Workload Only	Number of Farm-Stored Wheat, Corn, Oilseed, Rice, Grain Sorghum, Barley, or Oats Loans.
1617 through 1625 Workload Only	Number of Warehouse-Stored Wheat, Corn, Oilseed, Rice, Grain Sorghum, Barley, Oats, Soybean, Mohair, or Honey Loans
1701	Commodity Loan and Loan Deficiency Payment Spot Checks Note: The query results for this work item will not be automatically loaded into the workload software. County Offices will receive a printout indicating the payments received and listed by State and county codes.
1702	Commodity Loan Repayments (Except Cotton)
1705	Settlement of Farm-Stored Loans and Purchases
1706	Forfeiture of Warehouse Loans (Except Cotton)
1712	Commodity Exchange Loan Repayments (Except Cotton)
1713	Commodity Exchange Repayment of Cotton Loans
2004	Lamb Meat Adjustment Assistance Program
2012	LIP and FCP Activities
2013	LIP and FCP Payments

Continued on the next page

3 How to Run Queries (Continued)

E
Work Item
Information
(Continued)

Work Item	Title and Special Instructions
2015	Livestock Assistance Program (LAP) Applications
2016	Livestock Assistance Program (LAP) Payments
2018	Dairy Market Loss Assistance Program (DMLA)
2021	National Pasture Recovery Program
2023	Tobacco Loss Assistance Program Note: A manual count is required for disapproved applications.
2025	Wool and Mohair Market Loss Assistance Program
2153 Workload Only	Active Wheat AMTA Contracts
2154 Workload Only	Active Feed Grain AMTA Contracts
2155 Workload Only	Active Cotton AMTA Contracts
2156 Workload Only	Active Rice AMTA Contracts

4 State Office Action

A State Office Review

State Offices shall:

- ensure that County Offices are using the process released by the National Office **without modification**
 - update workload information, as provided by County Offices, for additional manual counts
 - ensure that DD's are reviewing the use of the query process in County Offices.
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B Contact

If there are questions about this notice, contact either of the following:

- Vicki Larson, BUD at 202-720-2501
 - Heidi Ware, BUD at 202-720-4483.
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Work Measurement/Workload Manual Counts

County _____

County Code	Work Item Number	Original Query Count	Manual Count to Add	Total Revised Count	Explanation for Change
	201				
	318				
	351				
	504				
	517				
	526				
	530				
	822				
	823				
	1003				
	1202				
	1206				
	1401				
	1605				
	1606				
	2023				

Note: Work items 1001, 1405, 1406, 1407, 1408, and 1701 have additional manual counts; but, since the query count does not get loaded directly into the workload software, the County Offices can make adjustments to this count and do not have to send the manual counts in on this form.
